

Registration Instructions

Adding Courses

1. Login to “myUSC” at the website below:
<https://my.usc.edu/>
2. Click the “Log in” button on the right side of the page.
3. Your username and password are the same ones you would use to access Blackboard.
4. You may access the Web Registration system on the right side of the page.
5. Upon successful entrance to the USC Web Registration system, the screen displays the semesters currently available for registration. Select the Fall 2017 semester.
6. Scroll down to the “Law” link in the list of academic Programs. Click the link to access the Law course listings.
7. All of the courses will be listed in course number order. To add a course, click the “Add to myCourseBin” button that appears in the “Add Section” column.
 - a. Sometimes more than one section of a course will be offered during a semester. Please make sure you select the correct class number. Consult the “Fall 2017 Upper Division Course List” for a list of course and class numbers.
 - b. You will notice that the course list only includes the 5-digit section number that corresponds to each LLM section. Please ensure you are only enrolling in sections that begin with “04”.
 - c. **Do not click** the “Auto Schedule This Course” link that appears under the “Add Course” column.
8. When you have finished selecting all of your courses click the “myCourseBin” tab at the top of the screen. The courses you added during the previous step should all be listed here.
9. Click the “Schedule” link next to each of your classes in the “myCourseBin” tab. The system will report that each section has been moved to your calendar once it has been scheduled in myCourseBin. You may view your calendar by selecting the “Calendar View” tab at the top of the screen.
10. On the myCourseBin screen, click the “Add this class” button for one of your courses. You should be brought to a page listing all of the courses you scheduled during the current registration session.
11. At the time of your registration appointment, or any time thereafter, click the Submit button to register for your courses.
12. To select the CR/D/F grading option, you must first register for the class, then submit the appropriate form online. **Changing a class to the CR/D/F option cannot be done on the**

On-line registration system but can be done using the online form in the law portal.

13. A list of closed courses will be posted on the Law School's website. We are sometimes able to open closed courses after registration by moving them to larger rooms. We will maintain a wait list for each closed class. After your registration time, you may place your name on a waiting list by completing [this form](#). You may not be placed on a wait list before your registration appointment time.

Dropping Courses

1. Log into the Registration system (please refer to the instructions above).
2. Find the course in myCourseBin.
3. Click the "Unschedule" link next to the course you would like to drop.
4. Click the "Drop this Class" button.
5. Confirm that you are dropping the correct class.
6. Click the "Submit" button to drop the course.